



# PETITION TO WITHDRAW UNDER EXTENUATING CIRCUMSTANCES

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Instructions:**

1. Please read the attached instruction sheet carefully. Before Petitioning, you should also consult with your instructor(s) regarding your withdrawal from the class(es).
2. In Section I below, list the classes to be considered by this petition. If you are not dropping all of the classes for the semester, you must explain why in an attached letter, or your petition will be denied.
3. The deadline to petition to withdraw from a class is the end of the next regular semester (Spring or Fall).

**IMPORTANT**

**Petitions submitted without appropriate documentation will be denied and returned to you without review.**

**A.** If withdrawing for **Medical reasons**, submit this petition directly to the Admissions and Records Counter at ST-109, with a letter from the **Treating Medical Professional** confirming that a medical condition requires you to withdraw.

**B.** If withdrawing for **any other reason**, submit this petition to the Admissions and Records Counter at ST-109. Reliable **Third Party documentation** verifying your extenuating circumstances **MUST** be submitted with this petition.

**Section I – List all courses from which you wish to withdraw based on extenuating circumstances:**

Semester	Course	Section #	Instructor Name	Office Use Only	Approved	Dis-approved

**Student must ATTACH a clear and concise statement along with supporting documents when submitting petition.**

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Section II – FOR OFFICE USE ONLY:**

A&R Received Date: \_\_\_\_\_ A&R Received By: \_\_\_\_\_

ENROLLED: Y N PARTIAL WITHDRAWAL: Y N 3<sup>rd</sup> PARTY DOC: Y N MEDICAL DOC: Y N

Admissions & Records Comments: \_\_\_\_\_ BY: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Academic Standards Committee Designee Date

Symbol Assigned: \_\_\_\_\_ WM \_\_\_\_\_ W Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Copy to Student Date: \_\_\_\_\_

## PETITION TO WITHDRAW UNDER EXTENUATING CIRCUMSTANCES

### I. INSTRUCTIONS:

1. Petitions can only be used after the last day to withdraw in a semester (50% of the class enrollment period), the only exception is Military Withdrawal. Petition to Withdraw must be submitted to the campus attended for each course. It is beneficial for you to speak to your instructors concerning your need to withdraw from classes.
2. With few exceptions, the student must be withdrawn from **all** classes in the semester for which the petition is being requested. **The majority of these exceptions entail:**
  - a) Physical or Medical Withdrawal from a PE/DANCE class.
  - b) Retaining a Short-term class that has been completed prior to the need to withdraw.
  - c) Retaining 100% Web classes that can be 'attended' at home.
3. Petition must be submitted no later than the end of the semester following the semester in which the extenuating circumstances occurred (include only Spring and Fall in this determination).
4. The reason for the withdrawal **must** be for circumstances outside the student's control and **must** be fully verifiable and documentation by a reliable third party.

### II. REASONS FOR WITHDRAWAL:

1. Death in the immediate family
  - Copy of Death Certificate and proof of relationship documentation needed.
2. Jury Duty
  - Copy of Court summons of Jury Duty required.
2. Medical/Psychological
  - A letter from physician **documenting the dates** that the student cannot attend classes must be included.
2. Work Schedule Changes
  - A letter from Employer, **on Company letterhead**, indicating the dates and hours of work schedule changes requested by the company.
2. Military Service
  - Copy of Military Orders is required.

### III. IMPORTANT NOTES:

1. All required documentation must be submitted with completed petition. Incomplete submissions will be denied and returned to the student.
2. Upon acceptance of the petition, Admissions & Records will consult with the Instructor of record for each class.
  - a) If grades have not been issued, the instructor(s) are given ten days to respond.
  - b) Once a grade has been recorded the instructor must approve the grade change to a withdrawal.
3. Please allow at least 45 working days from receipt of your petition for processing.
4. Student will receive a copy of the petition with the results once all necessary reviews have been completed.